



Club Mark - Gold Level Copy 2025

Introduction

The Tennis Ireland Clubmark is a Programme designed to provide clubs with the resources to develop a Club Development Strategy that will:

Assist the club management to organise for success.

Continue to develop programmes that will satisfy the needs of all members.

Attract new club members whilst retaining current members.

Maintain a 'quality standard' in specific areas of your club.

The programme will allow interested parties including prospective club members to identify clubs that have achieved a recognized standard of quality in the areas of:

Organisation and management.

Sustainability

Safety, child welfare, risk management, equality and inclusion.

Organised play and scoring, competition, coaching and player development.

Outreach programmes.

Communication and public relations.

Accreditation Levels

The accreditation has been divided into three bands, Bronze, Silver & Gold so as to allow all clubs achieve a quality standard in areas that are most pertinent and achievable to their club.

GOLD LEVEL

This club is distinguished in club development aspects in the following areas:

Facilities

Sustainability

Organisation & Management

Safeguarding

Coaching, Competition, Organised play

Workforce, Volunteers

Outreach Programme's

Communication & PR

Equality

There are a set number of ESSENTIALS to achieve the Gold Level

The Accreditation is valid for 3 years

Achieving Clubmark signals that your club provides a quality sporting experience, open to all and delivered in a safe environment, administered by an effective and efficient committee.

Who can apply?

Any Tennis Ireland affiliated club can register for inclusion in the Clubmark Programme and can choose the level of accreditation that is most suitable and achievable for their club.



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Disclaimer

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Having received the accreditation, it is the sole responsibility of the club to maintain all of the benchmarks related to the award. Tennis Ireland bears no responsibility for clubs that neglect to maintain the standards set out in the Clubmark Programme and reserves the right to remove an award if a club no longer meets criteria.

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THE CLUBMARK PROCESS

Step 1. Following Committee agreement to apply for the Programme, appoint a Clubmark Coordinator and committee to begin the process by completing the application. (Ask your Regional Development Officer for the relevant application form)

Step 2. Contact the relevant Regional Development Officer (contact details are at the foot of this Document) to arrange a club visit and/or discuss the Programme as required.

NOTE: In order to achieve the Clubmark at Gold Level, a club needs to achieve all the Essentials fields.

1. Contact Email *

2. Club Name *

3. Club Mark Co-Ordinator *

4. How many outdoor courts does your club have? *

Essential

5. How many indoor courts does your club have? *

Desirable



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6. Does your club have access to a regularly checked First Aid Box? *

☐ Yes

☐ No

Essential

7. Upload photo of your first aid box *



sample.png

8. Are some of your club members/employees trained to deliver First Aid and are their contact details visible within the club environment? *

☐ Yes

☐ No

Essential

9. Upload first aid certs *



Ideally all certs should be saved in one document

10. Upload picture of contact details in club *



11. Has your club got access to a regularly checked Defibrillator? *

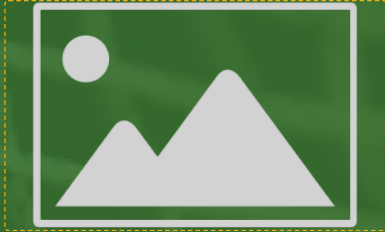
☐ Yes

☐ No

Desirable

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12. Upload photo of defibrillator with date of last maintenance check visible if possible



sample.png

13. Has your club got a notice board or online platform to display club information, promotional materials, etc? *

☐ Yes

☐ No

Essential

14. Does your club have a court booking system for members? *

☐ Yes

☐ No

Essential

15. Does your club have toilet facilities available to all players during playing times? *

☐ Yes

☐ No

Essential

16. Does your club have changing rooms and available to all players during playing times? *

☐ Yes

☐ No

Desirable



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17. Does your club offer access to modified versions of the game? *

☐ Yes

☐ No

Essential This encompasses standalone courts with red and orange courts permanently marked, and with lowered nets. OR we use temporarily adapted courts with drop down lines and lowered nets or barrier tape

18. For casual play & practice, have the parents been advised on the proper equipment relative to the age and standard of the player. Eg balls, rackets court sizes etc? *

☐ Yes

☐ No

Essential

19. Does your club have a regular maintenance programme in place? *

☐ Yes

☐ No

Essential in order to ensure that all club facilities, buildings, courts, fittings, etc, are kept in good working condition and are suitable and safe for use in accordance with the clubs risk assessment

20. Have you met with your Development Officer regarding the sustainability toolkit available for clubs? *

☐ Yes

☐ No

Essential: The club has met with the RDO and sustainability has been discussed at the management committee meetings.

21. Have you developed a sustainability plan and nominated a sub committee to action this plan? *

☐ Yes

☐ No

Essential: The club have set up a team of circa 4 people who can work towards achieving identified goals to make a positive impact on climate change.

22. Within the clubs sustainability programme, the club have identified and taken action in 3 of the 5 areas listed below *

☐ Yes

☐ No

Essential Biodiversity, Waste, Water, Energy and Travel





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23. File Upload *



Essential Please upload document outlining progress in the 3 key areas your club has prioritised

24. Has your club connected with local community groups and/or local authority in relation to sustainability projects/funding? *

☐ Yes

☐ No

Essential Examples of this would be engaging with Tidy Towns/others local sports clubs etc and contacting your local climate/environmental awareness officer

25. Is the club affiliated to Tennis Ireland, the official National Governing Body? *

☐ Yes

☐ No

Essential

26. Does your club have a Board or Management Committee? *

☐ Yes

☐ No

Essential

27. Does your club hold an Annual General Meeting? *

☐ Yes

☐ No

Essential

28. Does your club produce annual accounts? *

☐ Yes

☐ No

Essential



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29. Does your club have a clear structure and written description of roles for the Board / Management team? *

☐ Yes

☐ No

Essential

30. Upload Board/Management team structure and written description of roles *

 sample.pdf

31. Does your club have a Constitution in place? *

☐ Yes

☐ No

Essential

32. Please upload a copy of your club constitution *

 sample.pdf

33. Does your club have a comprehensive set of club rules in place? *

☐ Yes

☐ No

Essential

34. Upload a copy of your club rules *

 sample.pdf



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35. Does your club have a disciplinary committee? *

☐ Yes

☐ No

Essential

36. Does the club Committee / Board meet at least 4 times annually. *

☐ Yes

☐ No

Essential

37. Does your club have a development plan? *

☐ Yes

☐ No

Essential

38. Please upload a one page outline of your plan *

 sample.pdf

39. The Head Coach / Director of Coaching has a clear reporting process to the Board / Management team. *

☐ Yes

☐ No

Essential

40. The club has a financial plan / forecast in place for the next 2-3 years. *

☐ Yes

☐ No

Essential



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41. Board / Management team encompasses all genders and includes representatives from all aspects of the membership *

☐ Yes

☐ No

Desirable: i.e. senior players (18 years and older), junior players (18 years and under), parents of the junior players, representative of the teams, the coaches, players with a disability.

42. Is your club fully compliant with the Tennis Ireland safeguarding requirements? *

☐ Yes

☐ No

Essential

43. Do you have confirmation from your Insurance Company that you possess an appropriate level of public liability insurance relevant to your club? *

☐ Yes

☐ No

Essential

44. Upload confirmation letter of public liability insurance *

 sample.pdf

45. Do you have attendance registers for children under the age of 18 and vulnerable adults, and are they completed for every activity organised by the club, including coaching/training sessions, organised play and competitions. *

☐ Yes

☐ No

Essential

46. How is attendance recorded?



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47. Do you have an accident recording process in place? *

☐ Yes

☐ No

Essential

48. Do you consider your club facilities to be safe, welcoming and inclusive? *

☐ Yes

☐ No

Essential

49. The club has a person on the committee who is responsible for making all the necessary checks in relation to Health and Safety on a regular basis. *

☐ Yes

☐ No

Essential: That is, buildings, courts, all surrounding areas, life saving equipment and any other risks identified in the clubs risk assessment.

50. Are the committee and all club members aware of the WTN (World Tennis Number)? *

☐ Yes

☐ No

Essential

51. The club offers informal ROGY play and scoring sessions for juniors up to 18 years, with match scores not recorded or published. (ROGY = Red, Orange, Green , Yellow) *

☐ Yes

☐ No

Essential



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52. The club offers organised play and scoring sessions for all beginner and improver players aged 19 and older (including adult and senior players) with the use of the slower balls where appropriate. *

☐ Yes

☐ No

Essential

53. Club sessions are organised offering opportunities to play with others of a similar level. *

☐ Yes

☐ No

Essential

54. Coaches and competitive event organisers use appropriate slower balls for coaching and competitions for all levels. *

☐ Yes

☐ No

Essential

55. The club offers organised competitive opportunities for players aged 19 and older, with the use of the regular yellow balls. *

☐ Yes

☐ No

Essential

56. The club offers opportunities for junior players (aged 11-18) to play in organised local based team competition. *

☐ Yes

☐ No

Essential



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57. The club offers opportunities for adults (19 and older) to play in organised local based team competition. *

☐ Yes

☐ No

Essential

58. The club offers an annual junior club championships for players of all levels of ability and age. *

☐ Yes

☐ No

Essential

59. The club offers an annual club championships for senior players. *

☐ Yes

☐ No

Essential

60. The club offers a structured clear and understandable Player Development Pathway which is available to cater for players of all ability levels using the Tennis Ireland Lifelong Participation & Long Term Player Development Pathway. *

☐ Yes

☐ No

Essential

61. Upload a copy of the clubs player development pathway *

 sample.pdf



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62. The club offers Tennis Xpress, or an equivalent programme, is used for introducing tennis to teenage beginner and adult beginner players. *

☐ Yes

☐ No

Essential

63. Coaching sessions follow the 'games based approach' to coaching, and always include organised play, with competitive activities included as part of each session. *

☐ Yes

☐ No

Essential

64. On court performance training opportunities are available for the most talented juniors. *

☐ Yes

☐ No

Desirable

65. The club is linked to a nearby club or facility that can provide a high performance opportunity. *

☐ Yes

☐ No

Desirable

66. The club advises the most talented junior players of the recommended necessary off court physical conditioning training by a certified expert in the field. *

☐ Yes

☐ No

Desirable





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67. A coaching programme is run at the club annually (minimum of 10 weeks per annum). *

☐ Yes

☐ No

Essential

68. Upload an outline of the club coaching program *



sample.pdf

69. The club has a written agreement with the Head Coach / Director of Tennis / Club coach(es) *

☐ Yes

☐ No

Essential

70. All coaches working within the club's coaching programme are qualified and Licensed through the National Association (Tennis Ireland). *

☐ Yes

☐ No

Essential

71. Upload a list of club coaches & Tennis Ireland License Number *



sample.pdf

72. The coaches are involved in organising level based play / competition. *

☐ Yes

☐ No

Essential





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73. The Management team is proactive in recruiting volunteers to help at the club. *

☐ Yes

☐ No

Essential

74. Volunteers have a clearly documented role to play at the club. *

☐ Yes

☐ No

Essential

75. Does the club organise a briefing/meeting for parents during the year? *

☐ Yes

☐ No

Essential

76. The club reaches out to the community and delivers tennis development activity in at least 1 school in the local area. *

☐ Yes

☐ No

Essential

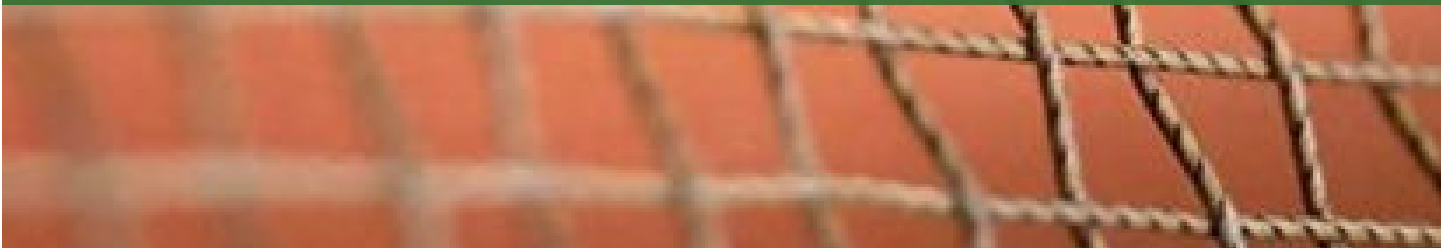
77. What is the name of the school (s) *

78. Collaborates with local Parks Tennis venues (where there is a local programme) *

☐ Yes

☐ No

Essential





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79. What is the name of the local parks venue?

80. At least 1 other Education Institution in the local area e.g. special school / school for people with disabilities, College or University. *

☐ Yes

☐ No

Desirable

81. All local schools are given information on how pupils can get involved in tennis and join the club. *

☐ Yes

☐ No

Desirable

82. Coaches encourage and train teachers within local schools, or other education institutions to deliver tennis activity in their school (Refer to your Development Officer for further information on Schools Tennis Ireland) *

☐ Yes

☐ No

Desirable

83. An Open Day or similar (Family Fun Day/Try Tennis etc) is held at least once every year at the club. *

☐ Yes

☐ No

Essential

84. The club organises social events at the clubhouse or a nearby facility. *

☐ Yes

☐ No

Essential

A close-up, low-angle shot of a tennis net, showing the white mesh and the orange-brown frame, serving as a background for the bottom section of the form.



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85. The Club has an up to date, informative website and or social media outlets and uses them to promote activity and engage with tennis players and potential new members *

☐ Yes

☐ No

Essential

86. Club website or social media link *

87. The club uses local media (newspapers, radio) to promote activity and engage with new audiences. *

☐ Yes

☐ No

Desirable

88. Benefits are provided to prospective members to encourage them to join the club (e.g. discounted coaching lessons) *

☐ Yes

☐ No

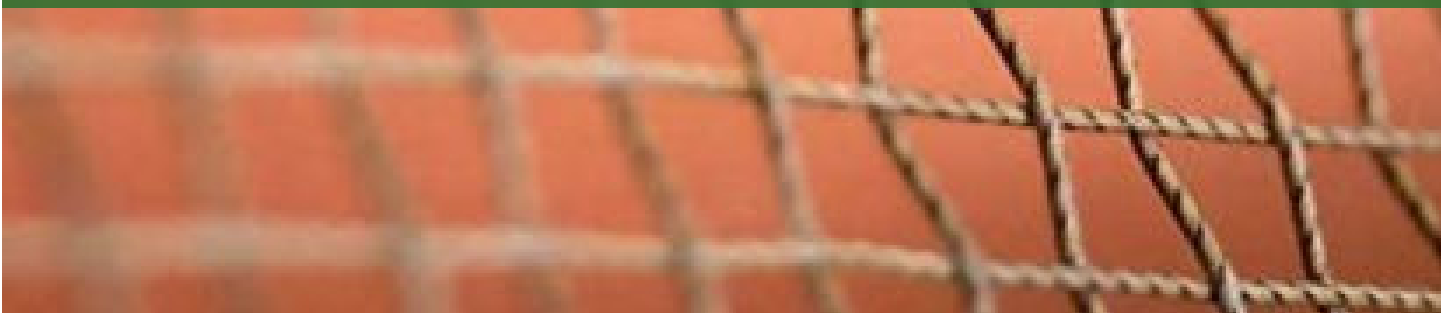
Essential

89. The club provides a warm welcome to new players, and communicates well on opportunities to play tennis in the club. *

☐ Yes

☐ No

Essential:





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90. The club provides a basic new member welcome pack. *

☐ Yes

☐ No

Essential

91. Upload a copy of the clubs new member welcome pack *



sample.pdf

92. The club has a continuous customer feedback process in place (suggestion/comment box, comment tab on the website, WhatsApp). *

☐ Yes

☐ No

Desirable

93. The club has an electronic database of its membership. *

☐ Yes

☐ No

Desirable

94. The club implements occasional member surveys and shares the results with the members. *

☐ Yes

☐ No

Desirable

95. The club has a process in place for re-engaging inactive playing members *

☐ Yes

☐ No

Desirable



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96. The Club is committed to providing equal opportunity and access to all members *

☐ Yes

☐ No

Essential

97. The club will deal with any incidence of discriminatory behavior in an effective and timely manner, in line with the club's disciplinary procedures *

☐ Yes

☐ No

Essential

98. Upload a copy of the clubs disciplinary procedures *



sample.pdf

99. Membership of the club is open to all subject to the Clubs Policies and Procedures. EG - Reference Checks *

☐ Yes

☐ No

Essential

100. Has the Club explored how people with disabilities (Neurodiverse/physical) could be included in tennis at the club? *

☐ Yes

☐ No

Essential

101. Has the committee shown they have considered involving people with a disability in the club by signing the Active Disability charter? <https://activedisability.ie/sport-inclusion-disability-charter/> *

☐ Yes

☐ No

Essential



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-
- ☐ **During periods when public health issues arise (for example the Covid-19 pandemic), the club undertakes to help ensure in all ways possible that members, visitors & staff are protected to the best degree by club precautions & adapted rules ***

And to implement guidelines as issued by Tennis Ireland in consultation with public health experts and authorities

- ☐ **I acknowledge that I have read and agree to the terms and conditions of the clubmark process ***

E-Signature *

Club *

Role within Club *

Please continue to proactively engage with our Development Team member in order to stay informed of current developments and to support the Clubmark process and other activities and progress.

To contact your Regional Development Officer on the following link for further assistance -

<https://www.tennisireland.ie/tennis-ireland-2/staff/>

- ☐ **Please tick this box if you give permission to Tennis Ireland to share documents you uploaded with other clubs**

This is for the sole purpose of sharing good practice within the tennis club community. Tennis Ireland will redact any specific information connecting the club to the document.

